

**DRAFT:** This policy was updated 8<sup>th</sup> December 2025 and will be presented to the FPP on 11<sup>th</sup> March 2026

Originator: DfE/School

Approved by

FPP Committee

**Review Date:**  
**Sept 2026**

## Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with sections 449 – 462 of the Education Act, 1996.

### 1. School Trips

Parents / Carers who are in receipt of government funded aid as listed under the **Remissions Policy** section, will be able to use part or all of their £100 credit Pupil Premium allocation towards trips.

#### Day Trips

The school will request voluntary contributions from parents to cover the cost in respect of day trips that take place during school hours or are part of the curriculum. The cost of the trip must only cover the cost of the venue and transport charges and Parentmail payment transaction fees. The school must not make any profit from these visits. The school must pay for the children whose parents do not contribute towards these visits. Money from the School Fund can be used to augment these costs.

#### Residential Trips – Essential

For residential trips which are essential to the National Curriculum or statutory Religious Education, a charge will be levied for board and lodging, and voluntary contributions requested from parents to meet the cost of activities, transport charges to and from the venue and Parentmail payment transaction fees.

#### Residential Trips – Non-essential

For residential trips which are not essential to the National Curriculum or statutory Religious Education, and take place outside school hours, a charge will be levied for board and lodgings, transport to and from the venue as well as any participating activities and Parentmail transaction fees. If the trip takes place during school hours, then, a charge will be levied for board and lodging and voluntary contributions requested from parents to meet the cost of activities and for providing transport to and from the venue and Parentmail transaction fees.

### 2. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to contribute towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

### **3. Music Tuition**

In respect of individual music tuition and group music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil, parents / carers should pay the music provider directly.

### **4. Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or statutory Religious Education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity and transport if required will be levied.

Parents / Carers who are in receipt of government funded aid as listed under the **Remissions Policy** section, will be able to use part or all of their £100 credit allocation towards these activities.

### **5. Damage / Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property, (including premises, furniture, equipment, books or materials), the charge being the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property, (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **6. Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

### **7. Remissions Policy**

Parents / Carers who are in receipt of government funded aid as listed below, as well as being in receipt of pupil premium funding through the local authority, will be allocated a £150 credit at the beginning of each academic year.

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

£100 of this credit can be used towards payment of:

- Educational visits
- Residential visits
- Afterschool clubs
- Clubs/activities outside of school hours i.e. Swimming lessons

£50 of this credit can be used towards the cost of school uniform.

There will be no change to the school providing Free School Meals and milk to eligible pupils.

The Headteacher, Finance Committee or Governing Body may remit, in full or part, charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **INCOME SECTION**

### **ANNUAL REVIEW OF CHARGES**

- 1.1 All charges levied, including deposits, as per the charging policy will be subject to annual review by the Governing Body in the month of March.

## **2 ADMINISTRATION OF INCOME**

### **2.1 Invoicing Procedures**

- 2.1.1 Invoices will be administered in accordance with the Financial Regulations relating to Accounts Receivable.

- 2.1.2 Invoices will be prepared by the School Business Manager

- 2.1.3 Invoices will be raised on a monthly basis.

#### **2.1.4 Block Bookings**

Invoices will be raised in full for a minimum of 10 sessions. Payment will be required at start of the block sessions as agreed with the School Business Manager.

#### **2.1.5 Payments in Advance**

The policy is that advance payments are required for the following:

- a) In the case of a previous debtor who has not settled the account within 21 days.

## **2.2 Income Processing Procedures**

- 2.2.1 All income received will be passed to the School Business Manager who will keep a record of income received.
- 2.2.2 A receipt will be raised for all income received.
- 2.2.3 Receipt of income in respect of debtor invoices and non-invoice income will be recorded on the school's local accounting system.
- 2.2.4 VAT will be accounted for in accordance with the guidance given in the Section 5 of the Financial Management Handbook.
- 2.2.5 Income will be held in a locked safe/cabinet pending banking. Keys to the safe/cabinet will be held by the School Business Manager or Head Teacher.
- 2.2.6 Income will be banked promptly and intact.
- 2.2.7 A monthly reconciliation will be performed by the School Business Manager/Finance Administrator to ensure that all income banked appears on the bank statement.

### **3. CREDIT CONTROL**

- 3.1 The credit terms for debtors' invoices are 28 days.
- 3.2 A reminder letter will be sent to debtors who have not paid their invoices on the due date by the School Business Manager.
- 3.3 If the debt remains unpaid a further reminder letter will be sent, 14 days from the date of the first reminder letter by the School Business Manager. In addition, where possible, the debtor will be contacted by telephone.
- 3.4 At this stage the School Business Manager will refuse the debtor any further access to the school facilities until the debt is paid. At the point at which a long standing debt is paid, the Governors will decide if the debtor is to be permitted to make further use of the school facilities.
- 3.5 If the debt remains unpaid for a further 14 days a third letter will be sent informing the debtor that the debt will be referred to the Schools legal representative.  
If the debt remains unpaid and is for an amount greater than £50 it will be referred to Schools Finance Financial Services Debt Collection by the School Business Manager.
- 3.7 On a monthly basis a report will be presented to the Head Teacher and Governors, detailing outstanding debts by age and value.

### **4. DEBTS (WRITE OFF)**

- 4.1 Write off of debt will only be considered when the credit control procedures have been exhausted.

- 4.2 Before closure of the financial year, a list of debts proposed for write-off will be prepared by the School Business Manager and will be submitted to the Governing Body for consideration. The submitted list will be supported by details of the debt.
- 4.3 The decision of the Governing Body will be clearly documented in the Minutes of the relevant meeting.
- 4.4 After the Governing Body has approved a debt write off, this will be recorded on the school's accounting system by the School Business Manager. Such write-offs will be cross referenced to the relevant Governing Body minutes.

## **5. CANCELLATION OF DEBT**

- 5.1 In instances where invoices have been incorrectly raised, the invoices will be presented to the Head teacher with an explanation of why the invoice is required to be cancelled. The responsible member of staff will mark "cancelled" across and sign the invoice.